



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: WAREHOUSE WORKER

SALARY RANGE:	Range A: \$2,877 - \$3,284 per month <small>*The Starting Salary applies to those first entering State Service. The Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</small>
TENURE/TIME BASE:	Permanent, Full-Time
PROGRAM/DEPARTMENT:	General Services
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES:

The Sonoma Developmental Center has an immediate opening for a Warehouse Worker. Under the general supervision of the Materials Stores Specialist (MSS) and the Supervising Cook II (SCII), the Warehouse Worker is responsible for receiving, storing, and issuing of supplies. The Warehouse Worker acts as a lead worker, relieving other store room employees. Responsibilities include receiving food and supplies for the Nutrition Services Department from various vendors and from the facility's central storeroom; stores food and non-food items upon receipt from vendors and central storeroom according to the Department's rules and regulations; issues food and supplies, assists the MSS in miscellaneous storeroom activities; participates in work area sanitation and safety procedures; and participate in other assignments and activities as required. Typical tasks also include checking deliveries against invoices, product specifications, purchase documents and delivery schedules; checking product quality and quantity by comparing the count, weight, and quality to the purchase order and delivery schedule before delivery is accepted; ensures all discrepancies are recorded on receipts as required and reported to the Material and Stores Specialist. The incumbent is also responsible for taking the temperatures of potentially hazardous products and documenting them on the purchase order; signing for deliveries; forwarding documents to the MSS; assures the MSDS specifications accompany chemical received, dates all chilled, frozen, canned, and non-perishable foods as they are received so that they can be used on a first-in-first out basis.

WHO MAY APPLY:

Applicants must possess Civil Service Eligibility and must meet the minimum qualifications of this classification to be qualified. Eligibility may consist of one of the following: list eligibility, lateral transfer or reinstatement to state service. Applicants must indicate their eligible status in the title section of the Employment Application (STD. 678). For more information on the qualifications, please visit the California Department of Human Resources website at www.calhr.ca.gov. The STD. 678 may be obtained by visiting the Human Resources Office at Sonoma Developmental Center, other state agency human resources offices, or may be downloaded from the California Department of Human Resources website. Please mail or hand-deliver your application to the address indicated below. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Re-employment List procedures, pre-employment physical, drug screening, and fingerprint clearance. Applications will be reviewed and only the most qualified applicants will receive a selection interview.

Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes that are not accompanied by official application Form STD. 678 will not be accepted.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. - 678) TO THE FOLLOWING:

Sonoma Developmental Center
Human Resources Personnel / Examination Unit (Porter Administration Building)
15000 Arnold Drive – Room #124
Eldridge, CA 95431
(707) 938-6650 Karrie Hubbenette *for questions specific to essential functions of the position only.* Civil Service Eligibility will be determined by the Human Resources Department at the Sonoma Developmental Center.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.